



United States
Department of
Agriculture

Office of the
Chief Financial
Officer

National
Finance
Center

P.O. Box 60000
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Title: I, Payroll/Personnel Manual

Chapter: 20, Reports, Section 5, Payroll/Personnel Output

Bulletin: PPO 06-1, Schedule for Reporting of Employment Data on the SF-113 Reports

Date: February 6, 2006

To: Holders of the Payroll/Personnel Manual
Personnel Users Groups

The Office of Personnel Management (OPM) has established the Fiscal Year 2006 schedule for SF-113 reports, which incorporates the information in Reports SF-113A, Monthly Report of Federal Civilian Employment, and SF-113G, Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment. The OPM schedule (Attachment) includes the projected pay period cut offs and projected dates for mailing these reports.

The National Finance Center (NFC) will distribute the SF-113 reports to agencies as early as possible after the last pay schedule in the processing cycle. The agency must forward a copy of the reports to OPM by the 15th day of the month following the end of the reporting month as shown on the schedule. **Please note:** Reports SF-113A and SF-113G (EMPR 123-1 and EMPR 127-1) can be accessed via the NFC Reporting Center from the NFC home page at www.nfc.usda.gov. SF-113 reports are available on the Reporting Center the same date as the projected mailing date for the reports that are mailed to agencies. If you are interested in accessing these reports, contact your agency Security Officer to request access.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about reports to the Payroll/Personnel Call Center at **504- 255- 4630**.

MARK J. HAZUDA, Director
Government Employees Services Division

Attachment

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FY 2006 Schedule For SF-113 Reports

| Reporting Month | Pay Period | Inclusive Dates | Projected Pay Period Cut Off | Projected Mailing Date |
|-----------------|----------------|---|------------------------------|------------------------|
| October | 20 21 | October 2-October 15, 2005 October 16-October 29, 2005 | 21 | November 8, 2005 |
| November | 22 23 | October 30, 2005-November 12, 2005 November 13-November 26, 2005 | 23 | December 20, 2005 |
| December | 24 25 | November 27, 2005-December 10, 2005 December 11-December 24, 2005 | 25 | January 17, 2006 |
| January | 26 1 | December 25, 2005-January 7, 2006 January 8-January 21, 2006 | 1 | February 14, 2006 |
| February | 2 3 | January 22-February 4, 2006 February 5-February 18, 2006 | 3 | March 14, 2006 |
| March | 4 5 | February 19-March 4, 2006 March 5-March 18, 2006 | 5 | April 11, 2006 |
| April | 6 7 8 | March 19, 2006-April 1, 2006 April 2-April 15, 2006 April 16-April 29, 2006 | 8 | May 9, 2006 |
| May | 9 10 | April 30, 2006-May 13, 2006 May 14-May 27, 2006 | 10 | June 20, 2006 |
| June | 11 12 | May 28-June 10, 2006 June 11-June 24, 2006 | 12 | July 18, 2006 |
| July | 13 14 | June 25-July 8, 2006 July 9-July 22, 2006 | 14 | August 15, 2006 |
| August | 15 16 | July 23, 2006-August 5, 2006 August 6-August 19, 2006 | 16 | September 12, 2006 |
| September | 17 18 19 | August 20-September 2, 2006 September 3-16, 2006 September 17-30, 2006 | 19 | October 10, 2006 |